



**City of Cincinnati
Personnel Department
801 Plum Street, Room 15
Cincinnati, OH 45202**

Transcripts

If the position for which you are applying has an educational requirement, you must submit a copy of all transcripts which show the coursework listed in the announcement by the transcript deadline. The City does NOT maintain a transcript file; a copy must be submitted with each application. You may submit a readable, xeroxed copy of your transcript in lieu of requesting a new copy from the school for each application. This form is to be submitted with all transcripts delivered to the Personnel Department. Without this form, you may not get credit for submitting the transcript(s).

The copy that you submit MUST contain the school name and address and list the quarter/semester hours of credit as well as the grade obtained. The coursework on your transcript must include the hours and courses listed in the announcement; a higher level degree does not indicate that you have the specified coursework. You will be given credit only for coursework listed on your submitted transcript(s).

Assigned Analyst: _____

Your Name: _____

Position for which
you are applying: _____